



Baker College



Bachelor of Business Administration - Management (Flex Studies Minor)

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential
Required Credit

Composition I (ENG101) [EN024B]

4.00

Emphasizes the development of reading and responding to literary texts. Writing includes essays on multiple issues and a college-level documented research assignment.

Prerequisite(s): ENG 099 or placement exam .

(College credit by examination may apply.)

{DANTES Code = 11.07.00}

Composition II (ENG102) [EN025B]

4.00

Continues developing students' critical thinking and writing skills through reading and writing persuasive and argumentative papers. Major concentration will be on argument in research.

Prerequisite(s): ENG 101 or acceptable English essay , placement exam .

(College credit by examination may apply.)

{DANTES Code = 11.07.00}

Principles of Macroeconomics (ECN201) [EC008B]

4.00

Principles of Macroeconomics - Includes an introduction to aggregate economics, the study of choosing the economic role of government, money and banking, national income analysis, employment, and inflation.

Prerequisite(s): MTH 111 .

(College credit by examination may apply.)

{DANTES Code = 20.05.00}

Principles of Microeconomics (ECN202) [EC009B]

4.00

Principles of Microeconomics - Examines the basic tools of supply and demand, cost, revenue, and profits in the various product market structures. The course also covers input markets, market failures, externalities, and government intervention.

Prerequisite(s): MTH 111 .

(College credit by examination may apply.)

{DANTES Code = 20.05.00}

International Economics (ECN301)

4.00

Focuses on the topics of comparative advantages to include advantages, costs, and barriers to free trade; capital mobility; balance of payments; and foreign exchange markets.

Prerequisite(s): MTH 312R , WRI 311R .

{DANTES Code = 03.02.03}

Word Processing (INF112)	2.00
Introduces students to word processing software and applications. This will include demonstrating the ability to perform basic Windows operations commands and word processing commands, which include creating, saving, printing, formatting, editing, and retrieving documents. {DANTES Code = 05.XX.XX series}	
Electronic Spreadsheets (INF113)	2.00
Introduces the student to beginning electronic spreadsheet terminology, concepts, and applications. The student will gain the ability to enter/edit, save/retrieve files, format, and print spreadsheets and reports. Students are also introduced to basic formula development. {DANTES Code = 05.XX.XX series}	
File Management (INF114)	2.00
Introduces beginning database terminology, concepts, and applications using a file management software program. Students will demonstrate an understanding of data hierarchy; the ability to design simple files, edit file content, print file content and simple reports; and the ability to search and sort files and use pre-existing formulas.	
Introduction to Windows (INF121)	2.00
Provides the student with hands-on experience in the basics of using the Windows XP environment. The areas of exploration will include the Start button, task bar, My Computer, Windows Explorer, WritePad, Settings, Customizing Displays, Paint, and the use of shortcuts.	
Philosophy of Ethics (HUM401A)	4.00
(Visit the Baker College website for a description of this course.)	
Mathematics for Business (MTH101)	4.00
Presents the application of mathematical skills to business functions to provide students with the basics needed to compute problems in the areas of simple interest, ratios, percentages, compound interest, annuities, and present values. (College credit by examination may apply.) {DANTES Code = 14.02.01}	
Introductory Algebra (MTH111) [MH047B]	4.00
Covers the basic elements of algebra. Included in the course are integers, rational numbers, variable expressions, linear equations, polynomial operations and factoring, algebraic fractions, linear graphing, systems of linear equations, and the quadratic formula. (College credit by examination may apply.) {DANTES Code = see 14.XX.XX series}	
Intermediate Algebra (MTH112)	4.00
Reviews linear graphing and rational expressions, quadratic equations, inequalities, exponential and logarithmic functions, radicals, and sigma notations. (College credit by examination may apply.) {DANTES Code = see 14.XX.XX series}	

Statistical Methods (MTH 401)	4.00
Introduces the student to various statistical methods and their applications. Methods covered include measures of central tendency, probability distributions, sampling, and regression analysis. Prerequisite(s): MTH 112 . {DANTES Code = 14.09.00 or 14.09.06}	
American Political System (POL201A) [PO06SB]	4.00
Studies the functions of government at the national, state, and local levels. Particular emphasis is placed on the effects of government policies on individuals and businesses. The areas of study include the Constitution, federalism, interest groups, courts, the bureaucracy, the economy, congress, the Presidency, and political parties. (College credit by examination may apply.) {DANTES Code = 20.08.01}	
International Relations (POL401)	4.00
Includes the study of international relations theory, development, and communications as well as American and comparative foreign policy analysis, international law, comparative politics, and peace studies, including conflict resolution and arms control. Prerequisite(s): POL 201A .	
Human Relations (PSY 101) [BU064B]	4.00
Human Relations - Explores the aspects of personality and human interaction with applications to both personal and professional growth. Topics include self-awareness, motivation, goal setting, values, problem-solving, communication skills, and stress management. {DANTES Code = 03.13.04}	
General Psychology (PSY 111) [PS101B]	4.00
General Psychology - Examines the science of behavior and mental processes. Topics include human development, perception, emotion, motivation, personality, social psychology, behavior disorders, and therapy. (College credit by examination may apply.) {DANTES Code = 20.09.00}	
Organizational Psychology (PSY 231)	4.00
Explores selection, placement, and evaluation of personnel, work motivation, leadership, worker well being, group organization, and processes in the workplace. Prerequisite(s): PSY 111 or PSY 101 .	
Environmental Science (SCI451)	4.00
Explores the relationship between man and the environment. Students will examine the balance between natural resources including wildlife, their habitats, and the needs of man in the twenty-first century.	
Sociology (SOC201) [SO001B]	4.00
Examines social organization, culture, and the relationship between society and the individual. The areas to be studied are social groups, roles and	

statuses, institutions, social stratification, socialization, social change, and social policy.

(College credit by examination may apply.)

{DANTES Code = 20.10.00}

Cultural Diversity (SOC321)

4.00

Examines racial, ethnic and religious groups, including their historical development. Topics include prejudice, discrimination, conflict, racial and ethnic identity, segregation, and assimilation.

Prerequisite(s): SOC 201 .

Oral Communication (SPK201)

4.00

Develops confidence and skill in many facets of oral communication.

Students will explore diverse topics and formats, using both organization and research to support themselves during oral presentations.

Self-improvement, poise, and group sensitivity are part of the course objectives.

(College credit by examination may apply.)

{DANTES Code = 04.10.00}

Group Dynamics (SPK211) [BU064B,PS703B]

4.00

Integrates and applies knowledge gained from the oral communication and human relations classes. Specifically, small group communication in work and social organizations, both verbal and nonverbal, will be the primary focus.

Prerequisite(s): PSY 111 or PSY 101 , SPK 201 .

Presentation Speaking (SPK401)

4.00

Practices individual formal presentations in a business context. The format will include a variety of speaking situations, such as parliamentary procedure, briefings, sales, formal and informal discussions, and formal report presentations.

Prerequisite(s): SPK 201 .

Workplace Communication (WRI115) [CM007B]

4.00

Prepares students to be effective communicators in the workplace. The course includes fundamental techniques and formats used in business and technical communication. Clear, concise, factual communication is stressed through a variety of applications including letters, memoranda, business and technical proposals, manuals, and research writing. Preparation of a resume and associated job-search documents are included.

Advanced Report Writing (WRI301)

4.00

Improves the student's ability to write for business and technical purposes. Emphasis is on writing formal reports including research of published technical information and preparation of a formal paper based on the student's major field. In addition, less formal aspects of business and technical communications will be studied.

Prerequisite(s): WRI 115 .

Professional Career Strategies (WRK291B)

1.00

Covers all phases of securing employment in a required seminar. Major topics include resume preparation, interview strategy, job application, job

search action planning, personal appearance, and coordination of the graduate's employment search activity with the College Career Services Office.

Business Core Requirements

Fundamentals of Accounting I (ACC121) [AC025B] 4.00

Introduces students to the concept of the accounting cycle and focuses on interpretation of accounting information for decision-making purposes. An overview of the basic accounting process, as well as an introduction to the presentation and uses of financial statement information is provided. This course is designed for non-accounting majors.

Prerequisite(s): MTH 099A or equivalent numerical skills score .

(College credit by examination may apply.)

{DANTES Code = 03.01.00}

Fundamentals of Accounting II (ACC122) [AC025B] 4.00

Continues the study of accounting concepts begun in Fundamentals of Accounting I, emphasizing financial statement analysis. Annual reports will be utilized extensively to reinforce key concepts. Managerial accounting and its role in decision-making will also be examined. This course is designed for non-accounting majors.

Prerequisite(s): C- or better in ACC 101 or ACC 121 .

(College credit by examination may apply.)

{DANTES Code = 03.01.00}

Principles of Finance (FIN301A) [BU003B] 4.00

Covers working capital management, capital budgeting issues, a study of the time value of money, financial statement analyses, valuation of financial instruments, term structure of interest rates, and analyses of short and long term capital markets.

Prerequisite(s): MTH 111 or MTH 101 , ACC 102 or ACC 122 . (College credit by examination may apply.)

{DANTES Code = 03.02.01}

Business Law (LAW 211) [BU002B] 4.00

Gives the student an introduction to business law as applicable to the accounting, management, and marketing fields. Topics covered include the legal system, business torts, and contracts.

(College credit by examination may apply.)

{DANTES Code = 12.01.00}

Introduction to Business (MGT101) [BU001B] 4.00

Provides a basic understanding of many aspects of business. It gives an overview of the changing business environment, the roles of small businesses, entrepreneurs, and the importance of customer relations, management, and marketing. It also provides an overview of the fundamentals of business and personal finance, accounting, and banking.

(College credit by examination may apply.)

{DANTES Code = 03.10.07}

Major Core Requirements**Management and Supervision (MGT211) [MG001B] 4.00**

Investigates the developmental role of the modern manager. Areas covered in the course are planning, decision-making, forecasting, goal-setting, motivation, communication, staffing, and utilizing problem-solving concepts through group simulation and case studies.

(College credit by examination may apply.)

{DANTES Code = 03.10.00}

Human Resource Management (MGT212) [MG002B] 4.00

Acquaints students with the problems of management. Personnel problems that deal directly with departmental organization, employment procedures, methods of testing, occupational descriptions, job evaluation, merit rating, wage plans, wage and salary control, aids to employees, safety, health and recreation, and employer-employee relations are covered.

(College credit by examination may apply.)

{DANTES Code = 03.13.00}

Management Seminar (MGT222) 4.00

Discusses a variety of significant issues related to business and organizational leadership in today's dynamic, customer-driven, global economy. The course focuses on the challenges of change and management's response to change, the diversity of management methods, and managing strategies for the future. As a seminar, the course uses peer-teaching and learning approaches, involves group learning experiences in a team environment, requires practical application of concepts, and includes research and case studies. This course culminates the associate degree management program.

Prerequisite(s): MGT 241 or MGT 211 .

Business Success Seminar (MGT241) 4.00

Affords the student the opportunity to develop the personal and interpersonal skills necessary for success in business careers. Course topics include goal setting and goal achievement strategy, stress management, problem solving, personal financial management, time management, a study of business culture and etiquette, and the role of the individual in a business environment.

Prerequisite(s): MGT 211 , MGT 212 .

Conflict Management (MGT250) 4.00

Teaches the fundamental concepts and theories of conflict resolution and negotiation, as well as the application of these concepts and theories through exercises and case analysis.

Organizational Behavior (MGT301) [MG026B] 4.00

Introduces the student to the evolution of key management concepts. Topics include foundations of organizational behavior, the individual in organizations, groups and interpersonal influence, organizational structure and process, and leadership in organizations.

Prerequisite(s): MGT 222 .

(College credit by examination may apply.)

{DANTES Code = 03.10.01}

Contemporary Management Strategies (MGT405)**4.00**

Examines the evolution and development of various contemporary management approaches and their application. The goal is to portray a selection of individuals whose ideas have made a difference in the way we practice business management. The student will learn to synthesize the thoughts and apply the concepts of current management thinkers in order to be a more effective leader.

Prerequisite(s): MGT 222 .

Operations Management (MGT422)**4.00**

Introduces the student to a broad scope and major strategic, tactical, and operational decisions of operations management, as well as important interactions with other functional areas. Emphasis is on a conceptual understanding of the operations function and includes the following topics: product/process selection and design, facility location and layout, capacity, material management, inventory planning and control, and quality management.

Prerequisite(s): MTH 112 .

(College credit by examination may apply.)

{DANTES Code = 03.10.09}

Strategic Management (MGT431) [MG053B]**4.00**

Addresses the strategic function of an enterprise. By integrating functional courses into a balanced, overall view, this course focuses upon the interaction and interrelationships of an organization with its environment. This is the capstone course in the Management Bachelor Degree program.

Prerequisite(s): MGT 301 .

Global Management (MGT442)**4.00**

Examines factors that shape cultural diversity on a global basis. It develops the ability to analyze situations and develop appropriate management techniques to deal with a variety of business situations. It examines cultures and business practices among key global marketplaces.

Prerequisite(s): MGT 301 or PSY 231 .

Principles of Marketing I (MKT111B) [BU005B]**4.00**

Examines the essentials of an introductory course that can be either a survey course or a prerequisite to more advanced marketing studies. Study includes product identification, positioning and pricing strategies, consumer need identification and making the connection between consumer needs and product advertising, basic distribution strategies, and some of the decision-making tools at the disposal of the marketing manager.

Recommended as a first course for marketing majors.

(College credit by examination may apply.)

{DANTES Code = 03.11.00}

Work Experience Project (WRK218)**4.00**

Focuses on development of work-related skills and ethics, allowing for students to become more familiar with issues in the work environment. Students will complete a major project focusing on their specific career goals.

Prerequisite(s): ENG 102 , minimum GPA 2.00 .

Business / Management Electives - Select two**8.00**

Select one course from the following:

EBU151 Introduction to e-Business 4

or

MGT231 Small Business Management 4

MGT350 Service Management 4

or

MGT401 Labor Management Relations 4

(Visit the Baker College website for a description of these courses.)

Flex Studies Minor**24.00**

Flex Studies Minor Requirements:

College credit for military or corporate training in a field of study can apply, such as Aviation, Electronics, Engineering, Office Administration, etc. The Flex-Studies minor is designed for students who would benefit by developing a special minor more closely related to their previous educational experience. Students choosing this option must first consult the Registrar's Office for assistance in developing a Flex-Studies minor compatible with their bachelor degree major. All Flex-Studies minors must be approved by the Registrar.

Excess or Duplicate Credit

TOTAL	201.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep

in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Baker College General Information

We have a single focus...helping you get your dream job in the shortest time possible. We call it Career Credentials. It means you'll be 100% ready for your new job with no additional training required. Baker offers training and education in growing career fields like business, health, computers, technology, human services, and education. Because of our focus, we work hard to give you the best possible experience, including state-of-the-art facilities, small classes, professional instructors with real world experience, convenient class times, and accelerated programs. Can Baker College really help you find your dream job? Ask one of our graduates. 99% of them are employed!

Baker's degree programs are designed to prepare you 100% for your new career or advanced position as quickly as possible, with no additional training required. That's exactly what employers are looking for!

Baker offers Master's degrees, Bachelor degrees, Associate degrees and certificates in growing, high-demand career fields.

Within a few years on either side of the turn of the 20th Century, two proprietary institutions of higher education were founded, completely independent of each other, but with remarkably similar missions - to train people with the skills needed for employment in the offices of the great industries that were emerging in their cities at that time.

In 1888 Woodbridge Ferris started what is now Baker College of Muskegon. It was an entrepreneurial venture inspired by the "boom" years of lumbering and Great Lakes shipping on Michigan's western coast. Twenty three years later, in 1911, in a similar enterprise motivated by the growth of the great automotive factories in Flint, Eldon E. Baker founded Baker Business University. Both schools flourished, earning national accreditation, and incorporation under the laws of the State of Michigan. Then in 1965, after years of separate but parallel existence, the two colleges were brought under a single management group. Together they were authorized to grant the associate of business degree in 1974 and the associate of science degree in 1981. Muskegon College was reorganized as a non-profit corporation in 1969 and Baker College made the same transition in 1977. In 1983 Baker College acquired the property of the former John Wesley College (in Owosso), and the next winter began operation of a campus there. Then in 1985 all three campuses received regional accreditation from the North Central Association of Colleges and Schools. Six months later they were authorized to grant the bachelor of business administration degree.

In 1986, following 21 years of close and valuable association, the schools officially merged to form the Baker College. At the same time, Baker College of Owosso became autonomous, with its own officers and board of regents, but still a part of the Baker College system. Also in the same year, Muskegon began offering extension classes in Cadillac. On January 4, 1990, Baker College acquired the campuses of Pontiac Business Institute in Pontiac, Mount Clemens and Port Huron, Michigan, forming Baker College of Eastern Michigan. In June, 1990, Muskegon College

changed its name to Baker College of Muskegon. Jackson Business Institute was added to the mix in 1994, becoming Baker College of Jackson, making the Baker System one of Michigan's and the nation's largest independent career colleges.

Amazingly, through all of this growth and success, the singular component that brought two fine business schools together to form one outstanding allied health, business, and technical career college has not changed. On all eleven Baker College campuses, which includes Baker College Business and Corporate Services, Baker College Online, and the Baker College Center for Graduate Studies as well as five branch locations, the basic mission is the same as it was in 1888 and 1911. The colleges still espouse and teach the principles of free enterprise and a strong work ethic, and prepare their students for employment and citizenship in today's competitive working world.

Baker College has experienced significant growth in recent years in both facilities and numbers of students. A highly significant step in the Baker College pursuit of academic excellence was taken in the fall of 1994 with the introduction of the College's first graduate studies program, an executive master of business administration degree with an emphasis in leadership. Administered by the Center for Graduate Studies, this was the first of a series of advanced degrees which extend masters degree opportunities to students in all of the career disciplines available through Baker College. In the fall of 1995 the College added the first engineering bachelor degree programs to its curricula.

Rapid growth in virtually all of Baker's campuses, and in the Business and Corporate Services and Online divisions, has brought Baker College's Fall 2002 enrollment to nearly 23,000 students, making it one of the largest private college systems in the State of Michigan. This growth can be expected to continue through future years, stimulated and supported by an ever-increasing demand for skilled and educated employees in all job fields, by advances in distance learning technology, and by the open-minded approach espoused by the Baker College administration toward innovation, entrepreneurship, and just plain hard work.

The Bachelor of Business Administration Accelerated Program is a program designed for the working professional that combines core coursework with independent research and experiential credit to provide a contemporary business degree for today's business environment. Each core course contains focused study in the content area accompanied by independent research. An experiential credit portfolio must be completed as a component of this degree program. Students may establish an area of concentration within the experiential credit portfolio. Individuals considering this program must have completed an associate degree or have an equivalent of 90 quarter hours of credit. In addition, applicants must have three letters of recommendation, two years of work experience, meet the mathematical requirements, and successfully complete a writing evaluation.

Have you been intimidated by the tuition that other online colleges charge? You may have thought that online education is not an option you can afford. But with Baker College Online, your tuition is less than half that of other major online colleges, in most cases! This makes Baker one of the most affordable options for higher education available to busy working adult students.

Tuition rates : (Subject to change)

Undergraduate

One-time application fee: \$20

Cost per credit hour: \$165

Graduation fee: \$50

Requirements for Success

§ Textbooks for all online courses must be purchased through the Online Bookstore.

§ Most online courses are 6 weeks long and require a lot of reading.

§ Class discussion takes place throughout the week, including weekends.

Instructors consider student participation very important and will grade accordingly.

§ You must participate in class discussion at least five out of seven days each week.

§ A term paper and/or final exam is due at the end of each course.

§ Assignments and structure varies from course to course.

§ Always check the course outline at the beginning of each course for assignment information and due dates.

For your next step in pursuing this degree, please contact:

Tami Sarles

Baker College Online

1116 West Bristol Rd

Flint, MI 48507-9843

Toll Free: (800) 469-3165, (810) 766-4390

E-mail : military@baker.edu

Website: <http://www.baker.edu/>

POLICY NOTES:

Graduation Requirments

- . Successfully complete all the courses required by the program of study.
- . Complete a minimum of 48 quarter hours of credit, through actual class time with Baker College. Courses below the 100 level will not be used.
- . Complete at least 12 quarter hours in the major at Baker College. For bachelor degree programs, the 12 quarter hours must be at the 300-400 course level.
- . Achieve a cumulative grade point average of 2.00 or better.
- . Complete the online graduation form one quarter prior to graduation.

A student may apply nontradition credit including advanced placement, waiver test, articulation, CLEP test, transfer credit, and experiential learning credit for some program requirements. Please contact Dawn Prueter, Registrar for more information (dawn@baker.edu).

Dawn Prueter, Registrar

dawn@backer.edu

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.